



mASCot Clubs

Missing Child/Young Person Procedure

At mASCot Clubs we are always alert to the possibility that children/young people can go missing during sessions. To minimise the risk of this happening we will carry out periodic head counts.

If a child/young person cannot be located, the following steps will be taken:

- All Club staff will be informed that the child/young person is missing.
- Attempts made to contact the child/young person via their mobile (if they have one)
- Staff will conduct a thorough search of the premises and surrounding area.
- For primary school aged children, after 10 minutes the police will be informed, then parents informed. For secondary school aged young people, the manager will contact the child's parents or carers first for advice.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The Club Session Leader will liaise with the police and the child's parent or carer.

The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes, as necessary.

Useful numbers

Police: emergency 999. Non-emergency 101.

Social Care: Front Door for Families 01273 290 400 (Out of Hours) 01273 335 905

This policy/procedure was adopted by ASC mASCot CIC on 8th Oct 2020

Review: Oct 2021

Signed: